



PRICING SURVEY DATA COLLECTION - Example

- 1) CUSTOMER: In an EXCEL file, customer enters data from incumbent and protects formulas (grey cells)
- 2) CONTRACTORS: In separate files, each participating contractor enters data in white cells
- 3) EXAMPLE is for a janitorial pricing survey. Format can be adapted to other services.

Staffing Table

Position	Shift			Total Hours per Week
	Day	Swing	Grave	
Site Manager	1			40
Site Supervisor		1	1	80
Day PorterperMaid	3			120
Janitor		8	4	480
Janitor (Weekend)		2	2	160
Floorman			3	120
			Total	1,000

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Direct Labor - Hourly

Position	Hourly Wage	Shift	People per Shift	Hours per Week	Hourly Labor \$s per Week	Hourly Labor \$s per Year
Site Supervisor	\$14.00	Swing	1	40	\$560	\$29,120
Site Supervisor	\$14.00	Grave	1	40	\$560	\$29,120
Day PorterperMaid	\$9.00	Day	2	80	\$720	\$37,440
Day PorterperMaid	\$9.75	Day	1	40	\$390	\$20,280
Janitor	\$8.90	Swing	8	320	\$2,848	\$148,096
Janitor	\$8.90	Grave	4	160	\$1,424	\$74,048
Janitor (Weekend)	\$8.90	Swing	2	80	\$712	\$37,024
Janitor (Weekend)	\$8.90	Grave	2	80	\$712	\$37,024
Floorman	\$9.25	Grave	3	120	\$1,110	\$57,720
			Total	960	\$9,036	\$469,872

Direct Labor - Salaried

Position	Monthly Salary	Shift	People per Shift	Hours per Week	Salaried Labor \$s per Month	Salaried Labor \$s per Year
Site Manager	\$3,120	1	1	40	\$3,120	\$37,440
			Total	40	\$3,120	\$37,440

Vacations - Holidays

Category	% of Direct Labor		Expense per Year
	Vacations	Holidays	
Hourly Personnel	1.92%	1.09%	\$14,143
Salaried Personnel	2.35%		\$880
		Total	\$15,023

Holidays: 7

New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Thanksgiving, Christmas Day





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Payroll Taxes - Business Insurances

Item	% of Direct Labor
Include FICA, FUI, SUI, General Liability, Workman's Comp & if applicable State Disability Insurance	17.00%

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Healthcare Insurance

Healthcare insurance costs not included in pricing survey. Future full RFP will identify required healthcare coverage.

Equipment - Supplies - Uniforms

Costs for equipment, supplies, products and uniforms not included in pricing survey. Future full RFP will include detailed list of required items.

Miscellaneous Billable Items

Some services typically bill certain items in addition to basic costs. For example, security services often bill on-site training & state mandated training additionally.

Miscellaneous Billable Items are not included in pricing survey, with the exception of pre-assignment training, which is to be included in overhead. Future full RFP will include detailed list of required miscellaneous items.

Overhead, Profit & Taxes

Category	%
Overhead	12.50%
Profit	8.50%
Taxes, if applicable (City, County, State)	2.00%

Total Survey Pricing - 12 Months

Category	
Direct Labor Cost	\$507,312
Vacations - Holidays	\$15,023
Subtotal	\$522,335
Payroll Taxes - Business Insurances	\$88,797
Subtotal	\$611,132
Overhead	\$76,391
Profit	\$51,946
Subtotal	\$739,470
Taxes (% of total pricing)	\$15,091
Total Annual Survey Pricing	\$754,561

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